

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**CHIEF OPERATING OFFICER**  
**IOWA ECONOMIC DEVELOPMENT**  
**AUTHORITY**

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**DEFINITION**

Serves as the Iowa Economic Development Authority's chief operating officer and is responsible for Authority operations; organizationally the chief operating officer is the senior executive next to the Director and is responsible for the Authority in the Director's absence; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Supervises and evaluates the Authority's senior managers effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures. Ensures compliance with all applicable state and federal laws associated with the Authority's at-will, Chapter 8A, subchapter IV, and contract-covered employees.

Initiates and implements policy decisions impacting both the day-to-day and long range operations of all facets of the Authority in support of its mission; coordinates these operations and keeps the Director and senior management informed of all major developments; establishes related policies and procedures to ensure all programs are administered in an efficient and timely manner and in compliance with state and federal law, regulations, administrative rules and board directives.

Plans, develops and establishes rules, policies and objectives unique to the Authority such as: private activity bonding including issuance of notes, uses of sale proceeds, establishment of sufficient reserve requirements in order to provide sufficient return for investors and ensure financial stability; oversees the uses of bond proceeds for business financial assistance and other activities of the Authority; oversees policies for the Authority's competitive bidding processes as per legislation and any board directives; assists with the establishment and oversight of the Iowa Innovation Corporation and administering of other programs as directed by legislation.

Oversees the development and implementation of internal policies and procedures for efficient Authority operations including contractual formats for all programs and a sufficient review process to ensure awards are administered in conformance with all applicable laws and regulations; oversees an efficient and timely budget and accounting process; establishes procedures for professional services contracts; collaborates with the Director, senior management, and other key staff as needed for orderly and efficient operation of the Authority.

Provides input, interpretation and direction related to contract compliance on all programs and directives; gives direction/input on new or revised legislation which would impact the Authority and its programs; presents and provides information to the Legislature regarding Authority operations; serves on various Authority or interagency committees.

**COMPETENCIES REQUIRED**

Knowledge of the principles and practices of supervision.

Knowledge of business financial assistance.

Knowledge of marketing goals/strategies.

Skill in contract awards and compliance with those awards.

Skill in presenting testimony/information to critical audiences.

Skill in procurement and contract enforcement.

Ability to identify emerging issues.

Ability to develop/implement strategic plans.

Ability to communicate changes in economic development to internal and external customers.

Ability to represent the Authority at various agency/interagency committees.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree and experience equal to eight years full-time senior management work in a recognized Iowa Economic Development Authority area (e.g. law, finance, or marketing).

**NOTE**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Iowa Economic Development Authority.

Effective Date: 09/11 BR